

Robert E. Lee Soil & Water Conservation District

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Minutes – Monthly Board of Directors Meeting

June 23, 2016 – 6:00 p.m. – The Spring House Restaurant

Directors: Barry Lobb, Chairman
(Present) John Petchul, Vice Chairman
Julius Sigler, Jr., Treasurer
Carolyn Hutcherson, Asst. Treasurer
Erin Hawkins
Paul Spiggle
Frank Goodwin

Directors: Bob Martin
(Absent) Doug Perrow
Bruce Jones

Others Present: Jonathan Wooldridge, SWCD Ag BMP Conservation Specialist
Dave Sandman, SWCD Ag BMP Conservation Specialist
Julie Stratton, SWCD Office Administrator
Anne Marie Clarke, SWCD Amherst Watershed Coordinator
Mark Hollberg, DCR Conservation District Coordinator
Don Yancey, NRCS District Conservationist
Rick Butler, VDOF Appomattox Forester
B. J. Butler, VDOF Campbell Forester
Craig Brewer – Timberlake WID Trustee
Tom Stratton - Guest

Call to order: The Robert E. Lee Soil and Water Conservation District Board of Directors meeting was held at The Spring House Restaurant, Lynchburg, VA, on June 23, 2016. The meeting convened at 6:00 p.m., Chairman Barry Lobb presiding.

Welcome and Introduction of Guests: Tom Stratton

Motion to Adopt Agenda: The Chair asked if there were any changes to the agenda. There being none, **motion was made to approve the agenda as presented. (Hawkins, Petchul, unanimous)**

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Motion to Approve Minutes: The Chair asked if there were any changes to the May minutes. There being none, **motion was made to approve the minutes as read. (Hawkins, Hutcherson, unanimous)**

Treasurer's/Budget report: Julius Sigler, Jr., treasurer - copies filed in the District office. The May treasurer's and budget reports were reviewed with the Board. All bank statements were reconciled to the respective ledgers and QuickBooks program.

STAFF/PARTNER REPORTS

1-DCR Conservation District Coordinator report: Mark Hollberg - copy filed with the minutes.

- VACS Administration –
 - The VA Soil and Water Conservation Board approved the 2017 Operations and Administrative and Cost Share and Technical Assistance policies and grants on May 24 and should be considered at June SWCD meetings.
 - FY2016 Admin/Ops and CS/TA grant annual assessments will be presented at district board meetings over the summer.
- Miscellaneous –
 - The COIA/FOIA training for directors scheduled July 12 in Charlottesville will be re-scheduled.
 - FY2018 Budget Templates are due to Stephanie Martin within 45 days of receipt of the form and instructions.
 - The state agBMP TAC meets August 18 to consider its annual program of work.
 - Spot checks schedule has been sent to district staff.
 - Copies of the *Desktop Procedures* will be available soon.
 - BMP certification – spot check procedure will change for FY2018.
 - Cost share manuals were distributed at the VACS training.
 - The FY2014-2015 audit report was delivered to the Office Administrator. No comments from auditors.
 - The Conservation Planning Certification Trainer should be on board by the end of June or early August.

2-USDA Natural Resources Conservation Service report: Don Yancey - copy filed with the minutes.

- Programs –
 - EQIP – Paperwork has been completed on pre-approved applications to convert them to contracts.
 - CRP/GRP/WRP – Two tracts eligible for re-enrollment in the CREP program this fall have been examined.
 - A conservation plan was distributed to the Board for review. Request Board approval for conservation plan T-2029 for a potential CREP project in Campbell County. **Motion was made to approve conservation plan T-2029 for a potential CREP project in Campbell County. (Sigler, Petchul, unanimous)**
 - CSP – No new applications were approved for funding. Four contracts will be considered for renewal later this year.
 - RCPP - More possible approvals in this program.

- FSA Annual Compliance Reviews – All reviews in the District have been completed with no significant problems found.
- Outreach, Training and Upcoming Events – Staff assisted the District with the Farm Day at Concord Elementary School on May 27; Local Work Group meeting was held at Rustburg on June 15; Jim Jarvis will be attending Boot Camp training for most of July; JED training was held in Farmville on June 21.

3-Virginia Department of Forestry report:

- Rick Butler, Appomattox Forester – oral report.
 - Currently taking sign-ups for cost share under the RT program.
 - Doing site prep work for several jobs and release work.
 - Evaluations.
 - Participated in Holiday Lake Forestry Camp.
 - Attended the NRCS Local Work Group meeting.
 - Worked with NRCS on CREP re-enrollments.
- B. J. Butler, Campbell Forester – oral report.
 - Working on release evaluations.
 - A crew of 20 from Virginia was sent to New Mexico to assist with fires.

4-District Amherst Watershed Coordinator report: Anne Marie Clarke - copy filed with the minutes.

- Watershed Initiatives -
 - Continued work on D. Clark's ACOE JPA permit for stream bank stabilization project in the Puppy Creek Watershed.
 - Conducted watershed farm site visits.
 - Prepared July watershed newsletter for priority watershed landowners.
- Education –
 - Updated District website.
- Other –
 - Area V Envirothon update – E. B. Watson with Peaks of Otter SWCD responded they would help out but would prefer not to be in command of decision making.
 - Discuss possible District Farm Field Day at next staff meeting.
 - Request approval of SBC/District MOU renewal. **Motion was made to approve the renewal of the SBC/District MOU. (Spiggle, Hawkins, unanimous)**

5-District Ag BMP Conservation Specialist 2 report: Dave Sandman - copy filed with the minutes.

- Preparing designs and conservation plans for applications.
- Changes for the FY2017 Ag BMP VACS program were highlighted at the cost share training in Farmville. There are no major changes in the CREP program.
- The next RMP/TRC monthly conference call will be on July 25 at 10:00 a.m.
- Cost share application requests presented for Board approval:

Contract/

<u>Instance#</u>	<u>Co.</u>	<u>Prac.</u>	<u>Est.Cost</u>	<u>CSamt.</u>	<u>TC</u>	<u>Fund</u>	<u>Comp.Date</u>
None							

- Attended Meetings –
 - Assisted with the Concord Elementary School Farm Day on May 27.

- o Attended the VACS training in Farmville on June 14.
 - o Participated in the NRCS Local Working Group meeting in Rustburg on June 15.
- Future Meetings –
 - o Plan to attend a portion of the Graves Mountain training in August.

6-District Ag BMP Conservation Specialist report: Jonathan Wooldridge – copy filed with the minutes.

- Projects -
 - o Working on applications for consideration.
 - o Work continues with PY16 projects.
 - o Meeting new producers interested in programs.
 - o Reviewing projects in the backlog that might fit for CREP.
 - o Working with NRCS on RCPP project in Amherst County.
 - o Kevin McLean, VASWCD VCAP Coordinator, accompanied me on a follow-up urban erosion site visit in Campbell Co. The work needed to be done is beyond the scope of the current urban BMP practices.
 - o CBVACS Contracts 10-14-0047, 10-16-0027 and 10-15-0020 are complete and paid.
- Cost share application requests presented for Board approval:

<u>Contract/ Instance#</u>	<u>Co.</u>	<u>Prac.</u>	<u>Est.Cost</u>	<u>CSamt.</u>	<u>TC</u>	<u>Fund</u>	<u>Comp.Date</u>
None							

- Cost share practice carry-over requests presented for Board approval:

<u>Contract/ Instance#</u>	<u>Co.</u>	<u>Prac.</u>	<u>CSamt.</u>	<u>Fund</u>	<u>Current Comp.Date</u>	<u>New Comp.Date</u>
10-15-0097	Amh	SL-6	\$78,465.00	CBVACS	6-30-2016	6-30-2017
10-16-0046	Amh	SL-6	\$14,405.23	RCPP	6-30-2016	6-30-2017
10-15-0109	Appo	SL-6	\$62,850.00	CBVACS	6-30-2016	6-30-2017
10-16-0003	Camp	WP-4	\$8,722.34	CBVACS	6-30-2016	6-30-2017
10-16-0001	Camp	CRFR-3	\$3,253.00	CBCREP	6-30-2018	6-30-2019
ID211612						
10-16-0001	Camp	CRSL-6	\$13,149.00	CBCREP	6-30-2016	6-30-2017
ID211613						
10-16-0001	Camp	CP-22	\$366.00	CBCREP	6-30-2016	6-30-2017
ID211614						
10-15-0093	Amh	SL-6	\$39,970.00	CBVACS	6-30-2016	6-30-2017

Motion was made to approve carry-over requests for cost share practices 10-15-0097, 10-16-0046, 10-15-0109, 10-16-0003, 10-16-0001/ID211613, 10-16-0001/ID211614 and 10-15-0093 with a new completion date of 6-30-2017 and carry-over request for cost share practice 10-16-0001/ID211612 with a new completion date of 6-30-2019. (Hutcherson, Hawkins, unanimous)

- Watershed Dams –
 - o Continue to check the dams as rainfall events happen.
 - o Received new PMP values from the June Dam safety meeting. Copy attached.

- Continue to wait to hear from Matt Lyons about the plans for the graded filter drain for the Watts Dam.
- On June 20, 2016, Billy Hall moved equipment to the dams to start mowing.
- NFWF sub-grant agreement – copy of grant attached. With the current funding for CB backlogged SL-6 practices and new VACS there is no need to pursue the grant for help with fencing projects. The grant has a second part for cost sharing riparian buffers which could be utilized. Staff and Board expressed concern about items #4, 5 and 6 of the grant. Staff will follow up on concerns and ask to include language to address riparian buffers.
- Attended Meetings -
 - Attended PY2017 VACS training in Farmville on June 14.
 - Attended NRCS Local Work Group meeting in Rustburg on June 15.
 - Attended JED training in Farmville on June 21.

7-District Office Administrator report: Julie Stratton - copy filed with the minutes.

- Prepared the FY18 Attachment D Budget template with assistance from Jonathan Wooldridge, Conservation Specialist, for Budget Committee review.
- Prepared revised FY2016-17 budget figures for Budget Committee review.
- Received the general audit memo and FY2014-15 District Audit report from Robinson, Farmer, Cox Associates. No comments from auditors.
- Met with the Budget Committee at the District office on June 22 to discuss and review the Attachment D, revised FY2016-17 budget figures, the Fair Labor Standards Act (FLSA) and the impact on exempt/non-exempt employee classifications and overtime, and a District FOIA charging policy.
- Submitted a PY2017 VACS program signup article to the local county newspapers.
- Steven Dunn (NRCS) responded through e-mail communication that the switchover of NRCS phone lines to a Voice Over Internet Protocol (VOIP) system co-located with SWCD offices should not affect RELSWCD phones.
- Attended Meetings –
 - Attended VRS Employer Roundtable for Political Subdivisions at the Citizen Services Building in Rustburg on June 9,
 - Attended the VACS cost share training in Farmville on June 14.
 - Attended the *Advanced Accounting and Bookkeeping Training Session* in Charlottesville on June 23.

COMMITTEE REPORT(s)

OLD BUSINESS

NEW BUSINESS

8-DCR/District FY2017 (July 1, 2016 – June 30, 2018) Cost Share and TA Grant Agreement #503CSTA-17-37:

- Motion was made to approve FY2017 Cost Share and TA Grant Agreement #503CSTA-17-37. (Goodwin, Petchul, unanimous)

9-DCR/District FY2017 (July 1, 2016 – June 30, 2017) Administrative and Operational Support Grant Agreement #503OPS-17-37-SR:

- **Motion was made to approve FY2017 Administrative and Operational Support Grant Agreement #503OPS-17-37-SR. (Goodwin, Petchul, unanimous)**

10-Attachment D 2018 Budget: Julius Sigler, Jr., chair, reported the Budget Committee reviewed the FY2018 Attachment D Budget template at the June 22 committee meeting and recommend Board approval. **Motion was made to approve the FY2018 Attachment D Budget template. (Sigler, Hutcherson, unanimous)**

PUBLIC COMMENT – None

OTHER BUSINESS - None

ADJOURNMENT

The next regular Board of Directors meeting is scheduled for **Thursday, July 28, 2016 at The Spring House Restaurant**. The meal will begin at 5:30 p.m. and the meeting will convene at 6:00 p.m.

The meeting adjourned at 7:15 p.m.


Julie M. Stratton, Office Administrator


Barry Lobb, Chairman